

QUESTION AND ANSWERS
RFP 386-03-004
[CLEAN TECHNOLOGY INITIATIVE (CTI) PROJECT IN INDIA]

- Q1. The Statement of Work (SOW) in Section C of the RFP points to development of projects and /or demonstration in ; (a) efficiency improvement and technology up gradation in para i, page C-3, (b) cost effective gas fired cupola and glass melting furnace in para vi, C-3, © biomass cogeneration plants in sugar mills in para vii, C-3 and few more. Elsewhere, under section 1.4 (page C-2), the SOW also talks of demonstration of alternate energy driven vehicles, renewable power plants etc. Is the role of the consultant limited to identification of projects, and facilitation, or in actually being responsible for setting up of the demonstration plants. This information would greatly help us as the level of effort would be quite different under the two cases.
- A1. The contractor is not responsible for providing funding for setting up the demonstration projects in efficiency improvement and technology up gradation, biomass cogeneration and renewable energy power plants, and alternate energy driven vehicles. However, the contractor is required to provide technical assistance for identifying private sector partners interested in setting up such projects; work with them to develop bankable demo projects/activities; and facilitate co-financing of these projects from ICICI Bank. ICICI Bank which is the main implementing agency of TEST/CTI has separate resources to co-finance such projects/activities.
- Q2. Page J-1, Section J, List of Attachments - We would appreciate confirmation that ALL the attachments listed in Section J are to be included with the proposal for both the offeror and proposed subcontractors in addition to the requirements set forth in Section L.
- A2. All attachments listed in Section J are to be included with the cost proposal by the offeror and for subcontractors.
- Q3. Page L-4, Section L.7 (c) Formatting - Please advise whether you require exactly ten characters per inch, i.e. a monospaced font like Courier, or are you approximating the number of characters per inch, in which case a proportionately spaced font like Times New Roman or Palatino could be used.
- A3. All that we want is 40 pages limitation in the Technical proposal legible and readable font.
- Q4. Page L-5, Section L.9 (c) - Audited Balance Sheets, etc. Are audited balance sheets and profit and loss statements for the last two fiscal years and for the current fiscal year as of 30 days prior to proposal submission ALSO REQUIRED FOR SUBCONTRACTORS?
- A4. Yes. This should be included in your Cost Proposal.

- Q5. Please clarify meaning of second paragraph under C. 4: "The Contractor, preferably India based,... " Does this mean that U.S. firms with activities in India as well as Indian firms are eligible for the contract?/ Under Section C.4, the RFP indicates that the Contractor should preferably be "India-based." Does this mean that USAID prefers a Contractor with experience in the region, a local Indian firm, or a US firm with a corporate presence in the region?
- A5. "Preferably India based" as we used in our SOW means - US firms having existing offices in India and/or Indian firms having access to short term US and international consultants.
- Q6. The Price Schedule under Section B shows both U.S. Dollar and Indian Rupees. Is either currency acceptable?/ Under Section B.3, the "Price Schedule" is requested in US Dollars/Indian Rupees. Are only local costs expected to be priced in Indian Rupees (along with their corresponding US Dollar equivalent)?
- A6. The Offeror may submit the cost proposal either in Indian Rupees or in U.S. Dollars. However USAID/New Delhi would evaluate the proposal based on the exchange rate prevailing on February 28, 2003.
- Q7. Please clarify the total number of projects USAID expects the contractor to develop for financing. The RFP Section C. Expected Deliverables 3.(i) mentions 10 efficiency improvement and technology up-grading projects, then section C.3.(vi) calls for 2-3 cleaner production demonstrations, and section C.3.(vii) asks for 2-3 biomass cogeneration projects. Are these all separate projects or are the cleaner production demonstrations also counted as efficiency improvement and technology up-grading projects.
- A7. Expected Deliverables - The cleaner production demonstration projects mentioned in Section C.3. (vi) can be counted as efficiency improvement and technology up-gradation projects and thus could be included in the number of ten projects mentioned in Section C.3.(i). However, the number of 2-3 biomass cogeneration projects mentioned in Section C.3.(vii) are additional to ten projects mentioned in Section C.3.(i).
- Q8. What "criteria for success" will USAID use to determine satisfactory completion of the developed projects referenced to in Section 3 para. (i), (vi), and (vii). In other words, do these projects have to be "financed" by ICICI or "presented to ICICI for financing."
- A8. Criteria for success - USAID will use the bankability of the projects as the criteria for determining the satisfactory completion of the task. The contractor will be required to work closely with the promoters and ICICI Bank in developing bankable projects and facilitate co-financing from ICICI.

- Q9. Also under Section C.4, the RFP indicates that "the Contractor shall coordinate project activities with Indian and U.S. organizations such as USAEP, SIAM..." Please clarify whether it is expected that this coordination will/can be handled as part of the project team proposed for this effort, or is it expected that these organizations should not be part of the offeror's proposed team?
- A9. Proposed coordination with USAEP, SIAM etc. can be handled by the members of the contractor's proposed project team. These organizations are not required to be the part of the project team.
- Q10. Under Section M.2., Paragraph (b), "The Government intends to award a contract or contracts..." Does USAID plan to make multiple awards under this RFP?
- A10. USAID plan to make a single award against this RFP.
- Q11. Does USAID expect that the contractor will have project offices located in both Delhi and Agra, or just Delhi, or just Agra?
- A11. This is left to the discretion of the offeror. USAID expects least cost but most effective arrangement.
- Q12. Under Section F.6., Paragraphs (a), (b) and (c), refer to level of effort and labor category requirements; however, the required person-hours and level of effort by labor category are left blank. We have several questions in this regard as follows:
- a) Was Paragraph (a) purposely left blank, or can USAID provide its level of effort estimate or requirement in either total or by labor category?
 - b) Regarding the labor categories, does USAID have a listing of labor categories that it can provide, or is it up to the offeror to propose and define the categories? Further, does USAID have expectations regarding the division of level of effort between local and expatriate personnel, as well as the number of resident expatriate positions (i.e., is it assumed that the three positions listed under Section C.4 - Chief of Party, Environmental Management Specialist, and Technology/Program Support Manager will be Long Term?)?
 - c) Paragraph (b) and (c) imply that each labor category proposed will have a number of completion hours associated with it. If that is the case, then will the offeror also need to define levels associated within each category (i.e., junior, mid and senior), and will each of the levels within the category also have a level of effort ceiling?
- A12. a) This is a boiler plate language of the RFP and accordingly Section F.6(a) was left blank. This will be filled by USAID/New Delhi only during the award. Offeror's are requested to propose in their cost proposal the total number of LOE for each category including the subcontractors.
- b) It is up to the offeror to propose and define the labor categories. USAID does not have any expectation of the

division of level of efforts between local and expatriate personnel. The Chief of Party, Environmental Management Specialist, and Technology/Program Support Manager are key personnel and as such expected to be long term positions.

c) As suggested above this is a boiler plate language of the RFP. The Offeror should propose their budget giving details of Name, Labor category, Number of workdays/Hours, Daily/hourly rate and total amount.

Q13. Can USAID provide guidance on the estimated dollar range for the ceiling price of the contract?

A13. The estimated dollar range is 1.7 to 2.0 Million.

Q14. Regarding Section F.7.A on Key Personnel, please advise if it is up to the offeror to propose the number of Key Personnel, or should the offeror assume that the three positions listed under Section C.4 (Chief of Party, Environmental Management Specialist, and Technology/Program Support Manager) will be designated as Key Personnel?

A15. Three positions listed in Section C.4 are key positions.

Q16. Sections B.2 and L.3 state that this is a cost reimbursement-completion contract, but do not specify that it is a "fixed-fee" or other type contract. However, the FAR clause regarding "fixed fee" is mentioned Section B.4. Please confirm whether this is a Cost-plus Fixed Fee type contract./ Section I of the RFP includes clause 52.216-11 - Cost Contract-No Fee. Does this mean that no fee is applicable under this contract? We are looking forward to receiving your response.

A16. This is a Cost Plus Fixed Fee Contract.

Q17. Page L-5, Item L-9(a). The RFP requests a "budgeted for each task listed in the statement of work." Are we correct to assume that the tasks would be the expected deliverables listed under Part 3 of Section C "Statement of Work"?/ Definition of "Task" for Cost Proposal. Please specifically identify what USAID is referring on page L-5, Section L.9, with the phrase, by "each task listed in the statement of work". Our interpretation is that in this case "task" refers to Section C. "3. Expected Deliverables" and to the nine (i. through ix) components that are listed. Thus we understand this to mean that USAID wants separate budgets for each of these components (tasks). If so we will need to prepare a budget for each component (task) for each firm on our team plus two summary budgets (one to translate between the task/firm budgets and the Section B format). Is this correct? 2 - Alternative Budget. As an enormous amount of work is required to prepare what we understand USAID has requested per question 1 above, will USAID accept as an alternative a budget that combines costs into a single budget (for each firm) as the costs particular to that task are identified (these include workshop and training costs, consultants assigned to a single task, and other costs that can be uniquely identified to a single task? Costs that are not particular to a given task include office

rental, communications, salary of the Chief of Party and other managerial/support staff. We consider this approach equally responsive to USAID needs, plus more appropriate in terms of effort required relative to the magnitude of the contract.

- A17. Yes we would prefer to have task-wise budget. However we will accept offeror's alternate budget approach.
- Q18. Page L-5, Item L-9(e). The RFP requires the last two years' financial statements. Please advise if the financial statement is still required if a current NICRA approved by USAID is provided.
- A18. Please note that RFP clearly states preference for "India based Contractors". Therefore, the requirement of submitting Financial Statement is for Indian Contractors. However for U.S. Contractors who have presence in India but NICRA not approved/established would be required to submit Financial Statements.

THE DEADLINE FOR RECEIPT OF QUESTIONS IS FEBRUARY 4, 2003 AND NO FURTHER QUESTIONS SHALL BE ENTERTAINED.